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8 October 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #40  
Assessment and Evaluation Staff  
30 September - 6 October 1953I. NEW ACTIVITIES1. Office of the Chief

a. Discussion was held with Colonel Edwards on the general problem of maintaining contact with and control of professional members of the staff when overseas. He suggested periodic inspection trips and systematic reports. Colonel Edwards' attention was invited to the negative decision concerning [ ] use of Agency material for his thesis. He suggested that a memorandum giving our view on this case be prepared and transmitted to him personally. This memorandum is being prepared. Another matter discussed with Colonel Edwards was the procedures to be used in bringing people to Washington for their final processing, including Building 13 and the physical, prior to their entering on duty. It was agreed that as soon as A & E had a case of this kind, [ ] should be contacted and specific procedures worked out which could then be applied to all future instances. [ ] has been informed of this discussion.

b. Dr. Tietjen was contacted to discuss the problem of contacting and exercising professional control over his overseas representatives. His suggestions were in general consistent with those given by Colonel Edwards, but he included the suggestion that a Career Service Board for psychologists in the Agency be considered. The need for close coordination between psychologists in all parts of the Agency was discussed, including the possibility of having psychologists in the Medical Office on the A & E T/O. Dr. Tietjen took the position that, while a rotational arrangement might ultimately be worked out in the development of [ ] program, he felt that any psychologist hired should be their own staff member.

c. A meeting was held with [ ] acting as a committee to prepare a personnel evaluation report for use at the end of the provisional period. A general form and procedures were worked out, and [ ] office is attending to its arrangement and reproduction for presentation at the next Professional Selection Panel meeting.

JOB NO. [ ] BOX NO. [ ] FLD NO. [ ] DOC. NO. [ ] NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 29 SEP 54 REVIEWER [ ] TYPE DOC. 02  
NO. PGS 3 CREATION DATE [ ] ORG COMP 11 OPLI II ORG CLASS S  
REV CLASS C REV COORD. [ ] AUTH: HR 70-3

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## 2. Assessment Branch

- a. Assessment cases scheduled for the week . . . . . 3
- b. Assessments performed . . . . . 3
- c. Assessment cases written . . . . . 6
- d. Assessment cases to be written . . . . . 2
- e. Professional trainee (JOT) tests administered . . . 4
- f. Language tests administered . . . . . 14
- g. Cases scheduled for the future:

- Assessment . . . . . 7
- JOT . . . . . 2
- Language . . . . . 8

- h. Pre-training and EOD test batteries administered . 42

- i. [ ] returned to the office on 29 September.

## 3. Training Evaluation Branch

a. Training evaluation reports for the following courses were disseminated during the week. The number of reports distributed is shown opposite the name of each course.

- Administrative Support #3 . . . . . 34
- Russian Language . . . . . 28
- Persian Language . . . . . 3
- Turkish Language . . . . . 2
- German Language . . . . . 1
- Hindi Language . . . . . 1

## 4. Research and Validation

- a. [ ] returned to the office on Monday, 29 September.

b. Preparation of plans for studies in the area of foreign language aptitude has been begun.

## II. OLD ACTIVITIES

### 1. Office of the Chief

a. Consultations are continuing among [ ] Chief, A & E; and [ ] in the effort to devise a system in which there will be less delay between initial recruiting of JOT's and their testing.

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b. At [ ] request, a new procedure has been worked out, with the help of [ ] which will permit assessment of JOT's prior to their attendance to BIC(I). [ ] will submit this proposal to the Director of Training for approval.

c. Chief, A & E, attended a meeting of the Professional Selection Panel.

2. Training Evaluation Branch

a. One session remains to be held in the first workshop on the development of evaluation procedures for the BIC(I). The workshop has resulted in much greater understanding of the problems involved on the part of both the A & E Staff and the instructors. A specific result of the workshop is the appointment of two committees to work with A & E representatives. The one will develop testing procedures for the course content, and the other will develop procedures for the reporting of attitudinal and personality characteristics.

[ ] Chief  
Assessment and Evaluation Staff

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